We are looking for motivated, enthusiastic people to join us on an apprenticeship programme. If you’re looking for the opportunity to follow a stimulating and rewarding career, come and work with us as an Apprentice Work Placement Assistant.

**Hours of Work**
37 hours per week

**Contract Duration**
Fixed Term - 12 months

**Location of Work**
Kingsway House, Billingham

**Salary / Wage**

<table>
<thead>
<tr>
<th>Age</th>
<th>Hourly Rate</th>
<th>Full Time annual Salary</th>
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<tbody>
<tr>
<td>Under 18</td>
<td>£4.35</td>
<td>£8,392</td>
</tr>
<tr>
<td>18 - 20</td>
<td>£6.15</td>
<td>£11,865</td>
</tr>
<tr>
<td>21 - 24</td>
<td>£7.70</td>
<td>£14,855</td>
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<tr>
<td>25 and over</td>
<td>£8.21</td>
<td>£15,839</td>
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**About Us:**
Stockton-on-Tees Borough Council is a successful and award winning Council who employ over 3,000 employees in a vast range or job roles across many different services in the Borough of Stockton-on-Tees.

At SBC we truly value our Apprentices. We recognise that Apprenticeships help us identify new talent, build new skills in our workforce and increase diversity in the workplace. Apprenticeships help us to develop our future skills, to enable us to deliver our ambitious plans whilst also assisting in shaping the apprentice’s future.

**Job Description:**
As an Apprentice Work Placement Assistant you will work with our Work Placement Coordinator to improve the opportunities available to local students in accessing individual work placements and work experience weeks within the Council and in the local area. This is a brand new role within the Council and you will have the opportunity to help shape the role going forward.

Duties and responsibilities will include receiving requests for work experience placements and finding placement opportunities, whilst keeping the schools and colleges and relevant services within the council informed. In addition you will provide general administrative support to the wider team.

**Essential Requirements:**
All candidates are required to meet the essential requirements set out below. Please address in your Expression of Interest how you meet the following:

- Excellent communication and interpersonal skills,
- Ability to work as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative
- Is adaptable and creative,
- Have a passion for helping people,
- Good IT Skills – Microsoft Office (Word & Excel)
- Good attention to detail,
- Excellent Communication and Interpersonal skills
- The ability to converse at ease with members of the public and provide advice in accurate spoken English,
- Demonstrates the behaviours that underpin the Council’s Culture Statement.

**You must not hold an existing qualification at the same or higher level as this apprenticeship in a similar subject.**

Functional Skills (Level 2 / GCSE) in English, Maths and ICT are NOT essential, but will be required prior to completion of the apprenticeship.
Appointment will be subject to the following pre-employment checks:

- Medical Check
- Satisfactory reference.

**Apprenticeship Qualification:**
You will be given appropriate paid time off work, to attend College and work towards completion of your apprenticeship qualification.

**Qualification** - Business Administration – Level 2

**Training Provider:** Stockton on Tees Borough Council, Learning & Skills

**Future Prospects:**
Upon successful completion of the apprenticeship, there may be the opportunity to undertake a higher level apprenticeship qualification and the potential to secure a permanent position within the Council for the right candidate to grow within the organisation.

**How to Apply:**
Please complete our Apprenticeship application form, and submit this to apprenticeships@stockton.gov.uk no later than the closing date of Sunday 16th June 2019.

Please ensure you refer to the essential requirements outlined in the advert, Job Description and Person Specification when completing the personal statement on your application, as this information will be used to shortlist candidates for the next stage of selection.
**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Directorate:</th>
<th>Service Area:</th>
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<tbody>
<tr>
<td>Children’s Services</td>
<td>Early Help – Youth Direction</td>
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</table>

**JOB TITLE:** Apprentice Work Placement Assistant  
**POST REFERENCE:** 19206  
**GRADE:** Apprentice Rate of pay - Minimum Wage for Age  
**REPORTING TO:** Guidance & Participation Manager

1. **JOB SUMMARY:**
   To work with the Work Placement Coordinator in developing and supporting the work experience offer within SBC and in the local area. Providing clerical and administrative support within Youth Direction.

2. **MAIN RESPONSIBILITIES AND REQUIREMENTS**

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<td>1</td>
<td>To assist with the provision of an efficient, professional and customer-focussed Administration and Support Services within Youth Direction.</td>
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<tr>
<td>2</td>
<td>Undertaking a range of Administration duties including:</td>
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|   | - Maintaining work placement databases  
|   | - Liaising with teams across the whole of SBC  
|   | - Coordinating work placements  
|   | - Printing documents & Publications  
|   | - Supporting local schools and colleges in identifying opportunities for work placements  
|   | - Receipt, Distribution, Collection and dispatch of Mail  
|   | - Maintaining internal Libraries  
|   | - Cheque and Petty Cash handling  
|   | - Raising Invoice Requisitions  
|   | - Ordering Supplies, Services and Works  
|   | - Networking  
|   | - Developing systems of checks and key contacts  
|   | - Filing & Information Management  
|   | - Scanning and Indexing  
|   | - Customer / Visitor care  
|   | - Basic Health & Safety  
|   | - Taking Minutes of Meetings  
|   | - First Line response to queries  
|   | - Booking Conference Rooms  
|   | - Marketing Activities  

3. To support the Work Placement Coordinator with the administration of requests and successful placement of students with organisations throughout the borough.

4. Using Information Technology which includes Microsoft Office and in house systems.
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<td>5</td>
<td>Making a positive contribution to the design, implementation and maintenance of office systems and procedures.</td>
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<td>6</td>
<td>To shadow Colleagues as directed.</td>
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<tr>
<td>7</td>
<td>Ensuring that current legislation and Council policies and procedures are adhered to in the provision of services.</td>
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3. **GENERAL**

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development.

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

*Job Description dated May 2019*
# PERSON SPECIFICATION

**Job Title**  
Apprentice Work Placement Assistant

**Directorate**  
Children’s Services  
Early Help, Youth Direction

**Post Ref:**  
19206

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>MEANS OF ASSESSMENT</th>
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</table>
| **Qualifications**  
*Please note:* You **must not** hold an existing qualification at the same or higher level (Level 2 or above) as this apprenticeship in a similar subject (Business Administration).  
- Functional skills English & Maths Level 2 / GCSE Grade C (level 4) or above | | Application form |
| **Experience**  
- Working as part of a team (this could be in a sporting, educational, work or social setting). |  
- Office experience e.g. record keeping, filing, use of standard office aids e.g. photocopier etc. | Application / Interview |
| **Knowledge & Skills**  
- IT Skills - including use Microsoft Office e.g. Word and Excel  
- Legible handwriting.  
- Good attention to detail.  
- Be articulate and able to converse confidently in a pleasant and professional manner.  
- Be numerate and have the ability to copy/transfer information accurately.  
- Have the ability to understand and apply regulations and written instructions.  
- Excellent communication and interpersonal skills – | | 
| Specific behaviours relevant to the post | Demonstrate the Council’s Behaviours which underpin the Culture Statement.  
Flexible approach to work.  
High personal standards and self-discipline in working to tight deadlines  
Highly motivated, and not easily discouraged  
Flexible approach to work  
Confidentiality and personal integrity | Application / Interview |
| Other requirements | Smart Appearance |

Person Specification dated May 2019